

**STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION NO. 920902-01**

Schedule No: 76-0014-A
Effective Date: 01/22/96

Supersedes Schedule Number: 76-0014-A
Effective Date: 06/23/80

Agency Code: 0468.

Agency: Employees Retirement System.

Creating Office: Public Schools Employees Retirement System.

Series Title/Dates: Deceased and Retiree and refund Files, 07/01/1971- [Ongoing].

Access: Confidential (O.C.G.A. 50-18-72-(a)-(20)).

Class: Individual.

Function Documented: Upon receipt of the Application for Refund of deceased members contributions, the Public Schools Retirement System determines creditable service, employee contributions, calculates benefits due named beneficiaries and makes appropriate payment(s), (O.C.G.A. 47-4-1, et seq.).

Consists of: Members' case file with the following added: Certificate of death, beneficiary indemnification form, computer generated printouts documenting annual leave, sick leave, compensatory time, contributions.

Arrangement: Terminal digit order by social security number of deceased member.


Indexed: Computer indexed by case number, name, and benefit type.

Media: Paper.

Retention Requirements: Administrative; fifty (50) years.

Disposition Instructions: Upon death of member, place records in inactive file;
Cut of inactive file at the end of each fiscal year;
Hold in current files area one (1) year;
Transfer to the State Records Center and hold forty-nine (49) years;
Destroy.

This records series profile gives the records retention plan and disposition instructions approved by the State Records Committee for the named records series by the named creating office.


Edward Weldon
Secretary of State Designee

Dec. 22, 1997
Date